



Join us on Saturday, June 14, 2003 from 12:00 Noon to 6:00 PM for the 25th annual

Cambridge River Festival

About the River Festival

The Cambridge River Festival is an annual celebration of the arts along the Charles River, attended by over 100,000 people and featuring 3 musical stages, family entertainment, children's art-making area, food and crafts.

World of Food at the River Festival

The World of Food is one of the most popular attractions at the festival. It features international cuisines, healthy choices, and festival favorites. We select vendors who sell just a few items, arranged to be served quickly and efficiently. If multiple vendors want to sell the same food items, we may negotiate menus to minimize duplication or decline applications that offer the same foods.

To Apply

Complete the enclosed application.

- List all foods and beverages with their prices
- Indicate all equipment and fuels you will use
- Fill out the "Supplemental Information for Temporary Food Service Applications" form from the City of Cambridge Inspectional Services. Complete each space marked with a star (*).
- Include a certified check or money order payable to **Cambridge Arts Council**. Print your name on the check. We do not accept cash, personal or business checks.

General Information

This letter includes, on separate pages:

- Supplemental Information for Temporary Food Service Applications
- Requirements to Operate
- Food Vending Regulations

Please read these carefully. Contact us immediately if you did not receive any of these forms. Maps, information on set-up, parking, and directions will be provided when your application is accepted.

Application Deadlines

Applications received by:

March 1	will be answered by March 15
April 1	will be answered by April 15
May 1	will be answered by May 15.

Applications received after May 15 will be considered only if space is still available. Apply early for your best chance of getting accepted. We will not cash your check unless your application is accepted. If we decline your application, your check will be returned.

Incomplete applications, including those without checks or the Inspectional Services form, will be returned. You may reapply, but the delay could jeopardize your opportunity to participate. Do not purchase food for the event until you receive our confirmation letter.

Cancellations and Refunds

All cancellations must be made in writing. Additionally, a call or email would be appreciated. Cancellations **received** by April 15, 2003 will be refunded in full; if **received** by May 15, 2003 the fee minus a 20% cancellation fee will be refunded.

We will not issue refunds after May 15, 2003. Refunds will not be given to those who fail any Cambridge Fire Department or Health inspections on site, or to those in violation of the rules who are asked not to operate.

Site Information

The main food area is on Memorial Drive and Flagg Street. Generators are not allowed in this area. We have a snack foods area for desserts and beverages only, located on a sidewalk along Memorial Drive at DeWolfe Street, for vendors with trucks, trailers, and quiet generators.

Premium food vending sites are on Memorial Drive; they cost more, but offer the best exposure to festival attendees. Standard food vending sites, available in a variety of sizes, are located on Flagg Street. All sites are pre-assigned. The site size listed is the length of each site, sites are 10' deep (except for trucks). Fees are listed on the application; the price includes all city fees.

We offer a reduced site fee on Flagg Street for qualified non-profit organizations such as churches and community groups where all proceeds go directly to the organization. You must provide your Federal tax-exempt ID number to qualify.

Rules

Vendors may sell only items listed on their application, and use only those fuels and cooking equipment listed on their application. Vendors provide their own tables, tents, booths, trash cans and bags.

The sale of any item or use of any fuel or equipment not listed on this application will be considered a violation and could result in the closing of your sales booth with no refund. We do not allow vendors to play music during the event.

The Cambridge Arts Council will provide free lunch vouchers to a limited number of festival staff and volunteers. All food vendors must acknowledge and accept vouchers.

Cambridge Health Code and Fire Department regulations apply to all food sales at this event (for questions on these regulations, call 617-349-6100).

NOTE: This is a rain or shine event and we encourage vendors to plan for sun or rain protection. There is no rain date.

Ice will be sold by a commercial ice vendor (about \$7 per 40 lb. bag), with two deliveries during the day. Water will be available from a spigot for cleanup. We provide curbside trash pickup.

We allow a limited number of trucks and quiet generators only by prior arrangement, in the DeWolfe Street snack area only, for desserts and beverages only. All cooking and serving equipment must be listed on the application.

Contact Information

Contact our Vendor Coordinator Steve Burton if you have questions, need special arrangements, want to add items or equipment to an application you already mailed, or want to discuss ideas and get advice.

Phone: 617-349-4387 (message line) or 617-349-4380 (main line)

Email: crfworldoffood@yahoo.com

Mail application to:

World of Food
Cambridge Arts Council
51 Inman Street
Cambridge, MA 02139-1794

World of Food
25th Cambridge River Festival
Vendor Application
Please type or print

Name: _____

Business Name _____

Address _____

City _____ State _____ Zip code _____

Daytime Phone: (____) _____ Best Time _____

Evening Phone: (____) _____ Best Time _____

E-mail address: _____

Check the type of site you are applying for:

Participated in 2002 Cambridge River Festival ☐ Yes ☐ No

Standard Site: ☐ 12' (\$180) ☐ 18' (\$275) ☐ 24' (\$350)

Memorial Dr. Site: ☐ 12' (\$275) ☐ 18' (\$400) ☐ 24' (\$525)

Nonprofit Site: ☐ 12' (\$90) Tax-exempt ID: _____

DeWolfe St. trucks & trailers: ☐ up to 18' (\$350)

Snack carts, other trucks & trailers, special site requests, **call (617)349-4387.**

Indicate all equipment and fuels that you will use on site:

☐ charcoal ☐ propane ☐ sterno ☐ generator

☐ grill ☐ wok ☐ deep fryer ☐ steam table

☐ snack cart(s): how many _____ how long _____

☐ truck: _____ feet long (please measure!)

☐ other: _____

Note: All fuels and equipment must be declared here or arranged in advance with the coordinator. You will not be allowed to use any equipment or fuel other than those listed above.

Describe the foods you sell in a few words (cuisine, etc). _____

List all items you will sell, along with a price, on the lines below, or on a separate sheet of paper.

Description	Price	Description	Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have read and agree to comply with all requirements stated in the application. I have enclosed a **certified check** or **money order** for the site fee, payable to **Cambridge Arts Council**. I understand that this check will be returned to me if my application is not accepted. I understand that if I fail any City of Cambridge inspection I may not be able to operate and I will not qualify for a refund.

Signature _____ Date _____

Mail to: World of Food ~ Cambridge Arts Council ~ 51 Inman Street ~ Cambridge, MA 02139-1794

Cambridge River Festival

Food Vending Regulations

IMPORTANT: Inspections may be conducted by City Officials this year. We will not refund site fees to vendors who fail any inspection, or vendors who arrive too late to be inspected, so be sure to follow these rules carefully!

Food Vendor Regulations

- ☐ Be sure to fill out the enclosed "Supplemental Information for Temporary Food Service Applications" form from the City of Cambridge Inspectional Services; you must fill in each space marked with a star. Return this form with your application.
- ☐ Be sure to read, understand, and conform to "Requirements to Operate" (enclosed).
- ☐ Inspectors from the Cambridge Health Inspections and Cambridge Fire Department may conduct on-site inspections. Failure to pass City of Cambridge Health or Fire Inspection may result in the closing of your sales booth with no refund.
- ☐ Only those items listed on the application (or added with agreement of coordinator) may be sold. The sale of any item not included on this contract will be considered a violation and could result in the closing of your sales booth with no refund.
- ☐ Only the equipment listed on your application (or added with agreement of coordinator) may be used. The use of any other equipment will be considered a violation and could result in the closing of your sales booth with no refund.
- ☐ Vendors must provide their own trash bags and trash cans. All trash must be placed in tied bags and left on the curb at the end of the day.
- ☐ Your site must be free of all debris when you leave.

Propane Regulations

(Cambridge Fire Department)

- ☐ Vendors may use propane for cooking after passing an inspection from the Cambridge Fire Department inspector and gas inspector.
- ☐ **All tanks must have quick fit disconnections (QD). No screw-on hoses are allowed.**
- ☐ Maximum allowed propane: 42 pounds (two 20 pound tanks).
- ☐ Hoses must be 5 feet long to allow the tank to be placed away from cooking equipment.
- ☐ Vendors using propane are required to have a 20 B.C. fire extinguisher on site.
- ☐ Food vendors should make every effort to pre-cook all food before attending the event to avoid the use of propane.
- ☐ Should any vendor fail the inspections by the fire and gas inspector, the entire unit fails, and will be asked to leave the event.
- ☐ The vendor may return with a new unit but only if the inspector is on site within the detail hours assigned and can inspect the unit.

Charcoal Regulations

(Cambridge Fire Department)

- ☐ Vendors using charcoal are subject to inspection by the Cambridge Fire Department.
- ☐ Vendors using charcoal are required to have a 2½ gallon pressurized water fire extinguisher on site.
- ☐ Charcoal must be extinguished by immersing in water and removed from the site by the vendor or placed in garbage bags when cool.